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University of Illinois

STATUTES

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ADOPTED DECEMBER 28, 1908

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LAWS OF THE BOARD OF TRUSTEES

INSTRUCTIONAL FORCE

Organization and Administration

1. All persons who give instruction in any department of the University shall constitute the General Faculty.

2. The members of the General Faculty shall be classified as follows: (a) The President; (b) The Vice-President; (c) The Dean of the Graduate School; (d) The Dean of Undergraduates; (e) The Deans of the separate colleges; (f) The Dean of the Woman's Department; (g) Professors; (h) Associate Professors; (i) Assistant Professors; (j) Associates; (k) Instructors.

3. The President, the Vice-President, the Dean of the Graduate School, the Dean of Undergraduates, the Deans of the separate colleges, and the Dean of Women, shall constitute the Council of Administration.

4. The President, the Deans, the High School Visitor, and the full Professors of the University, shall constitute the University Senate.

5. The members of the General Faculty associated with each college or school shall constitute the faculty thereof.

6. The President shall be the executive head of the University, and a member of each faculty thereof. It shall be his duty to secure efficiency in all of the departments, and orderly and economical administration and healthful development in all of the affairs of the

University. He is clothed with all authority needful to that end, and for his acts is answerable to the Board of Trustees alone.

7. The Vice-President shall exercise the functions of the President in his absence, and shall at all times be of such assistance to the President as he can by the exercise of such functions as the latter may delegate to him.

8. The Dean of Undergraduates shall concern himself about the interests of individual students, and shall render such assistance to the President as that officer may desire.

9. The Dean of each college shall be the executive officer of that college and shall be responsible to the President for carrying out all University policy and for the execution of all established rules or special directions given by any superior authority. The Dean shall make an annual report to the President on or before the first day of June in each year, in which he shall fully treat of the work of his college. He may make report or advance suggestions at any time, and shall report to the President whenever requested so to do.

Departments

10. The ranking professor of the department shall, unless otherwise directed, be the head thereof and, subject to superior authority as to policy and course of procedure, he shall be responsible for the quality and efficient progress of the work of that department, and all subordinates in the department shall conform to his views touching department policy, while they exercise their own originality and genius in carrying it out. The ranking member of a department staff which is without a professor at its head shall, for the time being, be the head of the department. Subordinates in a department,

and particularly associate professors, shall be entitled to offer to the head professor thereof such suggestions as they may see fit concerning the general policy of the department; but the final determination of that policy shall rest with the head thereof and with the authorities superior to him. He shall make all department reports, prepare estimates for the expenses of his department, and be responsible for the distribution and expenditure of funds assigned to it.

Council of Administration

11. The members of the Council of Administration, other than the President, shall be associated with that officer in an advisory capacity touching the discharge of administrative duties. The Council shall have exclusive jurisdiction over all matters of discipline. It shall not exercise general legislative functions, but when any matter arises which has not been provided for by rule or common usage or legislative action of the Senate, and which can not be conveniently laid over until the next meeting of the Senate, it may act upon the same according to its discretion, and its action in such case shall not be subject to reversal by the Senate. It shall be the duty of the Secretary of the Council to report to the Senate, or to particular officers, all items of its action when necessary to efficient administration.

University Senate

12. The University Senate shall exercise general legislative functions touching the educational policy of the University or any particular matter incident thereto.

College Faculties

13. The Faculty of each college or school may exercise legislative functions touching any matter apper-

taining exclusively to the internal work of that college and the progress of students therein. It shall not, however, have authority to take away from any student any University privilege, nor shall it do anything trenching upon the executive duties of the Dean. It must be understood that the college organization is only for convenience within University circles, and that no college shall take action not well supported by rule or usage for which the general officers of the University may be called upon to answer. All matters of general policy, or matters involving the interests of outside parties, must be determined by general University authority.

Dean of Women

14. The Dean of Women shall be charged with the general oversight of all of the women students of the University. It shall be her duty to aid and advise them in their University life. She shall render such assistance to the President of the University as that officer shall desire.

Terms of Employment

15. (*a*) In the absence of some special arrangement, the employment of members of the General Faculty will be either continuous or for a period of ten months. Those continuously employed must hold themselves in readiness for service at any time during the year, and will receive their salary in twelve monthly installments. The others will receive their salary in ten monthly installments, and their employment will be from September 1 to July 1, within which period they must at all times be in readiness for any required service.

(*b*) It is assumed that all persons worthy of continuous employment will be interested above all else in

developing the work of their departments, will have no interest incompatible therewith, and will give the utmost of their powers at all times to the promotion of that end.

(*c*) The importance of rest and recreation to teachers is recognized, and it is desired that all shall have reasonable vacations, and shall use their vacations rationally to promote the ends for which they are afforded; but it must not be supposed that the vacation of the General Faculty extends from Commencement day to the day when instruction begins in September. All members of the Faculty will be expected to be in actual attendance up to the first day of July and on and after the first day of September, except on leave extended, for special reasons, by the President of the University; and that in July and August all except instructors will keep the President notified of their whereabouts and will respond quickly to any call for service.

(*d*) It is the desire and intention of the Board that all competent and effective teachers shall feel secure in their positions and remain permanently in the service of the University; but experience shows that it is necessary to reserve the legal right to terminate service at any time for any reason which in the judgment of the Board may be sufficient, and all employment must be accepted upon this condition. No summary dismissal will be made, except for conduct prejudicial to the University, or without opportunity for a hearing, if the facts are disputed. When service is terminated by the Board for other cause than misconduct, notice will be given at the earliest time practicable; and in case a member of the General Faculty intends to leave the service of the University it is but fair that the President of the University shall be advised, at least as soon as such purpose has been determined upon. In case a

resignation is presented to take effect at some future time the Board will exercise its right to terminate the service at that time, or at some earlier date, as may seem just to all the interests involved. In case a member of the General Faculty enters upon regular employment elsewhere before the termination of service here, that fact will work a termination of service and cessation of salary here. Absence from ordinary service in the University, for any other cause than sickness must be with the approval of the President, if for less than ten days; and if for a longer time, with the approval of the Board of Trustees. For any failure to comply with all the conditions of loyal and interested service, which are an honorable obligation upon all members of the General Faculty, the Board of Trustees will feel free to withhold salary so far as the interests of the University and justice to others may seem to demand.

All University Positions on Merit Basis

*16. (*a*) In the opinion of the Board all University positions should be kept on the merit basis. No officer or employe should be removed except for good cause, and whenever an appointment is made it should be made solely with regard to special fitness.

(*b*) The Board stamps with its strongest disapproval any disposition to make patronage out of University appointments. Political, social, fraternal, or church influences are to be altogether ignored, and every appointment must be made upon the merit basis. The President and other officers of the University are to feel fully assured that the Trustees will heartily support them in acting upon this principle.

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*Section 16 is printed as amended by vote of the Board of Trustees on July 23, 1913.

Leave of Absence for Professors

17. A professor, associate professor, or assistant professor, who has served seven consecutive years, and requests it, may be given a leave of absence for the purpose of foreign study for one year on half pay; *provided,* that these permits shall only be given on the advice of the President, and shall not be given so as to conflict with each other in any way, or to hamper the work of the University. Also, that a professor taking such leave of absence shall pledge himself to remain at the University for three years after his return, at the salary which he received for the year previous to his leave of absence, and that the University in return shall agree to retain him to its service during his leave of absence and for one year thereafter.

Communications to the Board of Trustees Regarding Matters of Business or Appointments

18. All communications pertaining to matters of business or to appointments to be presented to the Board of Trustees for action, shall be first presented to the President for his examination and recommendation, and such other suggestions as he may deem proper.

Reports of Deans

19. The President of the University may in the exercise of his free discretion send to the members of the Board of Trustees in advance of meetings such Reports or parts of Reports of Deans or other officers as in his judgment will be likely to aid the Trustees in the better understanding of matters to come before the Board.

Of Members of the General Faculty

20. Any member of the General Faculty shall report to any superior authority upon request. All communications to superior authorities, whether made pursuant to request or voluntarily offered, shall, unless otherwise specially directed, be transmitted through all intermediary officers, to the end that they may have knowledge thereof and an opportunity to comment thereupon if they think advisable.

University Service for Outside Parties

21. All persons connected with the University shall be notified that when an application is made by any outside party for any service which the University can render, they shall not say whether the University will or will not undertake to render the service, or upon what terms it can be undertaken, but that all such matters shall be referred to the President of the University and the Business Manager, with power to act in each case, as may to them seem wise.

Attending Teachers' Associations

22. Members of the University faculties should be disposed to attend, at least occasionally, and at their own expense, meetings of the National Educational Association and of the Illinois State Teachers' Association because of the obligations all teachers are under to sustain such associations, and the same rule should apply to attendance by a member upon a meeting of teachers of his own class, held for the promotion of the particular line of work in which he is engaged, because such attendance is in the interest of his own efficiency rather than of University representation. Beyond this the President of the University is authorized to deter-

mine at what meeting it seems sufficiently desirable that the University shall be represented to justify the expense thereof; that he feel free to attend such meetings himself, if he thinks it desirable to do so; and, if not, that he arrange for such representation as he thinks well, and that the expense thereof be a University charge.

Services Rendered the University

23. No one connected with the instructional force of the University shall be employed in any work which does not naturally come within the scope of his duties, and for which additional compensation will be expected without the approval of the President of the University and the action of the Board of Trustees in regular session.

LIBRARY

24 For the purpose of defining the Library policy of the University, it is determined:

(*a*) That all books, pamphlets, maps, etc., (other than account books and books of record), purchased with University moneys, shall be deemed to belong to the University Library.

(*b*) That all parts of the Library shall be in the by the Librarian or assistant only, upon a proper call. the condition of the same.

(*c*) That all reference books and all periodicals, magazines, and newspapers, shall be made as easy of access as practicable to all patrons of the Library, and that no limitations not necessary to their preservation shall be placed upon their free use.

(*d*) That all other books, except such as are referred to in the next paragraph, shall be delivered for use by the Librarian or assistant only, upon a proper call.

(*e*) That books which are purely technical and re-

late to the work of a single department only may be taken to that department under such regulations and for such time as the Librarian may determine; but the Librarian shall not thereby cease to be responsible for their safe keeping and proper use.

GOLF CLUB

25. (*a*) The University Golf Club is authorized to lay out and maintain a golf course upon the premises of the University, including the South Campus and the Experiment Station grounds; subject, however, to the approval of the Superintendent of Grounds as to the location on the Campus, and to that of the Director of the Experiment Station as to the location on the Experiment Station premises.

(*b*) The use of the course by the members of the club is conditioned upon the establishment and maintenance of rules approved by the President of the University and by the Director of the Experiment Station, which rules shall include a penalty of dismissal from the club and forfeiture of all rights to the course for trespass on Experiment Station property.

EXAMINATION BOOKS

26 For the regular examinations at the end of each semester, for final examinations in courses continuing less than a full semester, and for entrance examinations, the Business Manager shall furnish examination books. He shall give out such books upon the written request of the head of each University department, which request shall state the size and the exact number of books needed for each class in his department. Examination books for entrance examinations shall be given out upon the request of the Registrar and the Principal of the Preparatory School. Books

drawn and not used, if any, shall be charged to the account of stationery and printing.

FUNCTIONS OF THE TRUSTEES AND OF THE PRESIDENT

27. (*a*) The functions of the Trustees are legislative and not executive. The Board is to secure, as far as possible, the needed revenues for the University and is to determine the ways in which University funds shall be applied. It is to map out University policy, but it must, of necessity, leave the execution of that policy to its executive agents. Such agents must be capable, and, within the general line of policy laid down by the Board, they should not be interfered with.

(*b*) The President of the University is the chief executive and responsible agent of the Trustees. He is to have constant watch and care over every University interest, and particularly the fullest responsibility in the instructional work. He is to be ready to recommend suitable persons for vacancies in the Faculty and, in case of an exigency, he is to fill a place so that the work of the University shall not be interrupted. He is to see that members of the Faculty are competent and right spirited, and he is to hold all to the exact and full discharge of their duties; and if, in his judgment, the necessity arises, he is to initiate steps for a change of instructors. He is to attend the meetings of the Trustees and take part in the discussion of matters under consideration. He is, of course, to follow the directions of the Board given in any particular matter; but it is neither possible nor desirable for the Trustees to direct most of the details of executive action; and so, in all matters, the President is expected to act with perfect freedom within the lines of general policy laid down by the Board, following a custom which has been well commenced here, is usual in all

large universities, and is imperative to secure their strong and healthy development.

CARE OF THE BUILDINGS AND GROUNDS*

28. (*a*) The buildings and grounds of the University shall be in the immediate charge of two superintendents, viz: (a) a Superintendent of Buildings; (b) a Superintendent of Grounds. These officers shall be appointed by the Board of Trustees, upon the recommendation of the President of the University, shall observe the general requirements of the Committee on Buildings and Grounds, and in the absence of such Committee shall be under the direction of the President of the University. They shall appoint such assistants, janitors, watchmen, and other employes in their respective departments as are authorized by the Trustees, and may also employ temporary workmen as may be needed, with the approval of the President and Business Manager of the University. They are enjoined to disregard all influences exerted in behalf of individuals and to make appointments solely upon the basis of merit and fitness. They will endeavor to retain competent and loyal employes indefinitely by assuring them permanency of position and giving them such confidence and recommending such rewards for them as may seem practicable. They shall suspend employes in their respective departments from employment when no longer needed, or at any time for cause. They shall be severally responsible for the physical condition and the efficiency of such parts of the University plant as are under their charge.

(*b*) The professors of architecture, mechanical engineering, electrical engineering, sanitary engineering, horticulture, etc., shall, as a part of their regular em-

*For modifications of (*a*) and (*b*) see (*c*) following.

ployment, stand in an advisory relation to the superintendents aforesaid touching such parts of the plant as are in character related to the work of their departments; they shall possess themselves of full information touching the details of such parts, shall at all times be free to recommend changes and improvements therein and any unusual changes therein shall be made with their approval or they shall forthwith report the fact to the President in writing.

(*c*) The supervising architect shall be custodian in general of all the University buildings and other structures above and under ground, including fire alarm and fire protection apparatus, sub-ways, tunnels, electric wiring, conduit, all steam, water, gas, and compressed air pipes, all light posts, etc., etc. He shall make regular inspections and report to the President of the University at least once every quarter upon the structural and sanitary conditions of the buildings and other structures belonging to the University; and shall make recommendations from time to time as to repairs and improvements. Upon the request of the President of the University he shall examine and report at any time upon any subject relating to said buildings or structures.

No alteration shall be made in any of the buildings or other structures of the University or in the fixtures pertaining to same without a written permit from the office of the said supervising architect specifying exactly what may be done and the manner in which it shall be done.

The said architect shall have the supervision of all alterations, re-constructions and repairs to be made in the University buildings and other structures and no bill shall be paid for work or materials used in such repairs until it has been submitted to said architect for his approval. Said architect shall be the superintendent for the University, of all buildings erected on the

campus unless some other person shall be specially selected for that work, and he shall be advisor to the President and Board in all matters relating to the plans for the erection of buildings.

Policing Buildings and Grounds

29. (*a*) Application shall be made by the President to the authorities of the cities of Urbana and Champaign for the appointment of the superintendents and such members of their forces as may seem advisable, as special police officers, to the end that they may have power to arrest idlers, trespassers, marauders, disturbers of the peace, and any persons found on or about University property menacing the quiet and security of the University. When invested with such authority the superintendents and janitors shall be held accountable for good order about all buildings and grounds and for the safe keeping of all University property.

(*b*) No advertising signs shall be allowed upon University property, and no trespassing shall be allowed upon the lawns between the principal buildings of the University. All riders of bicycles shall be required to keep upon the roadways and never allowed upon the walks. No vehicles, loaded or otherwise, shall be allowed to enter the carriage ways of the University unless the same are for light pleasure driving alone, or are on business connected with the University; and the superintendents of buildings and of grounds are authorized to put up suitable notices or to take any proper steps necessary to secure the complete enforcement of this order.

Surveys, Charts, Drainage, Plumbing

30. It is ordered that the superintendents of buildings and of grounds be made the custodians of all

drawings, plats, charts, maps, and surveys, and of pipe drainage, plumbing, and wire systems of the buildings and grounds of the University; that a room or rooms of sufficient size be set apart for their bestowal and preservation and for labor connected therewith; that all new drawings, maps, plats, etc., be made on mounted white paper of scale of convenient size; that old drawings, plats, etc., that are not now in a form or condition for preservation, be made new; that all changes, modifications, or extensions made in the buildings, plumbing, drainage, tunneling, water or gas piping, wiring, or other work, plats of which ought to be preserved, shall be carefully entered upon the old plats and drawings and that such other records be made in book form as may be necessary and satisfactory; that the Committee on Buildings and Grounds have general supervision of the work herein contemplated and report from time to time to the Board.

COLLEGE OF MEDICINE

31. (*a*) The General Statutes of the University shall apply to the College of Medicine, except in so far as special laws hereinafter provided may conflict therewith.

(*b*) During the continuance of any lease of the College of Physicians and Surgeons by the University of Illinois, the following special laws shall operate in the government and management of the College of Medicine:

(*c*) The Faculty of the College of Medicine shall be made up of the President of the University and the Professors, Associate Professors, Adjunct Professors, and Lecturers belonging to the Corps of Instruction of the College of Medicine, and shall be known as the Teaching Faculty.

(*d*) The President of the University and such members of the Teaching Faculty of the College of Medi-

cine as hold stock in the College of Physicians and Surgeons shall constitute the Executive Faculty of the College of Medicine.

(*e*) The Teaching Faculty may exercise legislative functions touching any matter appertaining exclusively to the internal work of the College of Medicine, except such matters as are reserved to the Executive Faculty. It shall appoint, in such manner as it may decide, appropriate standing committees to which any matters arising in the faculty meeting shall, upon motion of any member, be referred for preliminary consideration and report.

(*f*) The Executive Faculty shall have an advisory relation to the President and Business Manager of the University and to the Board of Trustees with respect to all matters appertaining to the College of Medicine. It shall annually nominate to the Board of Trustees through the President of the University, from its membership, a Dean, an Actuary, and a Secretary for the College of Medicine.

There shall also be reserved to the Executive Faculty the right to nominate in like manner candidates to fill vacancies in the corps of Instruction, and it shall in like manner co-operate in determining the educational policy of the college.

(*g*) The Dean, with the advice and consent of the Executive Faculty, shall recommend, as occasion may arise, the acceptance of resignations or dismissals from time to time, recommend the discontinuance or establishment of chairs of instruction or the change of title of any chair.

(*h*) The Actuary shall, with the advice and consent of the Executive Faculty, recommend the rate of compensation to be paid to any member of the corps of instruction or to any employe of the College of Medicine.

He shall, under the same conditions, recommend in what manner and in what amounts other sums from the treasury of the College of Medicine shall be expended on its account.

(i) A sum not exceeding one thousand dollars from the net earnings of the College of Medicine of the previous year, and not otherwise appropriated, may be annually expended in the Department of Athletics, if authorized by the Executive Faculty.

By-Laws Governing the Executive Faculty of the College of Medicine

32. Art. 1. An annual meeting of the Executive Faculty shall be held on the call of the Secretary in the month of May in each year. Five days' notice of said annual meeting shall be given each member of the Executive Faculty. Other meetings of the Executive Faculty shall be called by the Secretary on request by the Dean or by any other of the standing committees. Seven members shall constitute a quorum.

Art. 2. The Executive Faculty shall select by ballot, at each annual meeting, nominees for the office of Dean, Actuary, and Secretary of the College of Medicine, and likewise a committee on nominations.

Art. 3. The Executive Faculty, at each annual meeting, shall elect the following standing committees, viz:

1. Finance; 2. Faculty Appointments, Resignations and Dismissals; 3. Employes and Salaries; 4. Rules, Educational Policy, and University Relations; 5. Advertising and Announcements; 6. Athletics; 7. Building and Repairs; 8. College and Laboratory Equipment, Furniture, Library, and College Supplies.

Art. 4. The Dean shall preside at all meetings of both the Executive and Teaching faculties, and shall exercise general supervision over the affairs of the Col-

lege. He shall be Chairman of the Committee on Faculty Appointments, Resignations and Dismissals.

ART. 5. The Actuary shall be chairman of the Finance Committee, and shall make an annual report to the Executive Faculty, showing the financial condition of the college, the placing of its funds, and all receipts and expenditures for the preceding year.

ART. 6. The Secretary shall keep the minutes of all meetings of both the Teaching and Executive Faculties, and the records of the students. He shall be Chairman of the Committee on Advertising and Announcements, shall attend to the printing and distribution of announcements, and shall conduct all correspondence properly belonging to the two faculties.

ART. 7. The Committee on Finance, of which committee the Actuary shall be Chairman, shall consist of three members. The committee shall supervise the expenditure of all moneys, audit all bills, and at the end of each year shall audit the books and annual report of the Actuary and shall report on same to the Executive Faculty.

ART. 8. The Committee on Faculty Appointments, Resignations and Dismissals, of which committee the Dean shall be chairman, shall consist of five members. It shall investigate the qualifications of all candidates for positions in the corps of instruction, shall consider all resignations, and shall investigate all charges against members of the corps of instruction, reporting thereon to the Executive Faculty.

ART. 9. The Committee on Employes and Salaries shall consist of three members. It shall recommend the employment or dismissal of all employes of the college as occasion may demand, and shall recommend the rate of compensation of said employes, as well as the salaries of the officers of the college and members of the corps of instruction.

Art. 10. The Committee on Rules, Educational Policy, and University Relations shall consist of five members. It shall have charge of all matters appertaining to the rules, State Board of Examiners, educational policy, University relations, legislation and general policy.

Art. 11. The Committee on Advertising and Announcements, of which Committee the Secretary shall be Chairman, shall consist of three members. It shall have charge of all publications designed to further the interests of the college, and shall recommend all the necessary methods and expenditures for advertising to the Executive Faculty.

Art. 12. The Committee on Athletics shall consist of three members. It shall have immediate supervision over all athletic sports and exercises appertaining to the College of Medicine, and shall recommend such expenditures as in its judgment should be made in the promotion of college athletics.

Art. 13. The Committee on Building and Repairs shall consist of three members. It shall have immediate charge of all building and repairs ordered by the Executive Faculty, and shall investigate and recommend, as occasion may require, any necessary work of this character.

Art. 14. The Committee on College and Laboratory Equipment, Furniture, and College Supplies shall consist of three members. It shall recommend such purchases of college and laboratory equipment, furniture, and supplies, as may be necessary. It shall secure prices and bids for such necessaries, and submit the same to the Executive Faculty. It is also authorized to recommend to the Actuary the purchase of such supplies as may be necessary to meet emergencies, reporting the same at the next subsequent meeting of the Executive Faculty.

ART. 15. The Committee on Nominations shall consist of three members. It shall nominate to the Executive Faculty, at each annual meeting, candidates for members of all the standing committees other than itself. It shall cause its report to be sent to all members of the Executive Faculty with the Secretary's call for the annual meeting.

ART. 16 These by-laws may be temporarily suspended at any meeting by unanimous consent of those present.

These by-laws may be amended by a two-thirds vote of those present at any meeting; *provided,* that notice of such intended amendment shall have been given at the last previous meeting, and that such notice shall have also been included in the call for the meeting.

*THE TRANSACTION OF BUSINESS, THE KEEPING OF ACCOUNTS AND THE CUSTODY OF FUNDS OF THE UNIVERSITY

33. The following rules are adopted for the observance of officers charged with the management of the business, the keeping of the accounts, and the custody of the moneys of the University, and shall apply to the affairs of the Agricultural Experiment Station, of the State Laboratory of Natural History, of the College of Medicine, and of the School of Pharmacy; except that the accounts of the Experiment Station, those of the State Laboratory, and those of the College of Medicine and of the School of Pharmacy shall be kept in separate books.

The immediate direction of the affairs of the Station will rest with the Director thereof. Recommendations of the several advisory committees provided by

*For modification of sections 33, 34, 35 and 36 see section 37.

the Act of the General Assembly of Illinois, approved May 10, 1901, shall be immediately transmitted to the Board of Trustees for approval before being acted upon. All appointments of regular employes of the Station will be made by the Trustees upon the recommendation of the Director of the Station, approved by the President of the University, and all purchases of material shall be made by the Business Manager upon the requisition of the Director, approved by the President of the University. The Business Manager shall keep separate accounts of the different Experiment Station funds and shall account therefor as in the case of all University funds.

Receipts, Investments, and Accounting

(*a*) The Treasurer shall be the custodian of the funds and securities belonging to the University.

(*b*) The Treasurer shall collect, as it becomes due the interest accruing on the money and securities (including land contracts) of the University, and shall collect the principal of said securities when it becomes due. He shall collect all general and special appropriations made to the University by the state and by the United States.

(*c*) The Treasurer shall keep the accounts of the moneys in his custody in such separate funds as shall be indicated by the Board of Trustees; or as are desirable and necessary for the proper and systematic accounting for the moneys coming into the treasury.

(*d*) At each regular meeting of the Board the Treasurer shall report in detail the transactions of his office for the quarter preceding the meeting, and shall report the condition of the treasury at each time, and also at any other time the Board may request.

(*e*) The Treasurer shall report to the Secretary, for record, a complete description of each of the securities the Finance Committee may place in his custody within ten days after such action of the Finance Committee.

(*f*) The Treasurer shall pay out money on warrants signed by the Chairman of the Board of Trustees and the Secretary, and shall not do so otherwise; and he shall submit his paid warrants to the Board for audit by the Finance Committee.

(*g*) The endowment fund shall be kept constantly invested by the Treasurer and the Finance Committee of the Board. The Treasurer shall forthwith report all changes in investments to the Secretary, who shall enter the same in his records. The Committee shall report its action concerning the investment of funds at each regular meeting of the Board, for approval.

(*h*) The Secretary shall keep in a register an accurate account of each of the securities reported by the Treasurer, and shall report maturing securities to the Board at least one quarter before maturity. He shall report the amount of interest accrued on the securities of the University during the previous quarter.

(*i*) The Business Manager shall be the general business agent and financial accountant of the University. He shall collect and account for all moneys from dues, fees, tuition, and all other sources not required to be collected by the Treasurer.

(*j*) The Business Manager shall report monthly to the Treasurer the moneys received by him, turning over to him all money, except such as he and the Treasurer may agree to be necessary for the proper conduct of the petty business of his office. Single transactions involving less than $50.00 in money may be classified as "petty business."

(*k*) The Business Manager shall report to the Board at its regular meetings the financial condition of

the University, with such recommendations for appropriations as may be necessary, also the transactions of his office for the quarter preceding, and oftener if requested by the Board. His report shall include a detailed statement of all moneys received and from what sources, shall show the amounts paid to the Treasurer, and all accounts audited, warrants drawn, and balances standing to the credit of the different funds.

*(*l*) The Registrar shall keep detailed records of all term fees, tuition, and other financial obligations of students imposed by their attendance upon the University, with the amounts in each case; shall submit these original records for auditing at the time when the accounts of the Treasurer and Chief Clerk are audited; and shall report to the Board, at each regular meeting after the close of a semester or term of the University, the total amounts due for that semester or term on account of each kind of fee or charge that is payable.

(*m*) No department of the University shall receive any funds unless specially authorized by the Business Manager, in writing, so to do. In all such cases he shall furnish the department so authorized a book in which the proper person shall enter a record of all transactions, specifying the date, the person from whom the money was received and the purpose or consideration for which it was received, and at the end of each month, or oftener, if the Business Manager shall request, the department receiving such money shall report to the Business Manager, upon a proper blank to be prepared for the purpose, a transcript of his memorandum book and account and pay over the moneys so received, and the Business Manager shall keep said reports on file in his office and shall enter in his books the funds so received.

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*Amended to present reading, December 12, 1911.

Expenditures, Contracts, Obligations, and Payments

*34. (*a*) No expenditures shall be made except on the authority of the Board, and after an appropriation of money therefor, as evidenced by its records. In an emergency requiring immediate action the President of the University and the Business Manager may, by concurrent action, incur an expense of not greater than $250.00, and the Executive Committee of the Board of Trustees may, of course, act in any matter at any time.

(*b*) All appropriations shall lapse at the end of the fiscal year unless otherwise specially ordered. By a vote of the Board an appropriation may be made to lapse at any time.

(*c*) Articles and materials for the University shall be purchased by persons or committees designated by order of the Board. When none are designated, the Business Manager shall act as purchasing agent.

(*d*) The Business Manager shall issue an order for purchase to persons authorized by the Board to make purchases, but shall not do so unless the records of the Board show that the purchase has been authorized and that the money for payment thereof has been appropriated. The order shall clearly set forth the articles or materials ordered and shall state the fund from which the account is to be paid. The order of the Business Manager shall accompany all bills of account for purchases, (or said bills shall refer to said orders), on presentation of such bills for audit and payment. But no order for the purchase of furniture, apparatus, or equipment, unless specifically ordered by the Board of Trustees, shall be made unless the advisability of such purchase is approved by the President of the University, nor unless the price which it is proposed to pay is approved by the Business Manager.

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*See section 37.

(*e*) The persons composing the force of administrative officers, and the clerks and other employes of the departments, and the General Faculty, shall be employed and salaries fixed by the Board. The monthly pay roll of such persons shall be approved by the President of the University, but he shall not approve the pay of any person who has not rendered prescribed service during the month, unless such service has been previously formally excused by the Board or by the President of the University, under the rules for the government of the instructional force. The Business Manager shall prepare the pay roll for the approval of the President each month, setting forth for each person the amount of salary for the month, as fixed by the Board.

(*f*) All help employed, exclusive of the persons referred to in the preceding rule, shall be employed by the Superintendents of Buildings and of Grounds with the approval of the President of the University; *provided* that before doing so the Superintendent shall secure the certificate of the Business Manager that the employment has been authorized and the money therefor appropriated by the Board. At the time of employment of each person by him he shall determine the price to be paid, except in cases where the same has been determined by the Board, and he shall keep in a suitable book to be provided for the purpose, a record of the name of the person so employed, the time when employed, the length of service and the amount to be paid, and he shall report the same to the Business Manager whenever requested. He shall also prepare and deliver to the Business Manager the pay rolls covering such help at the termination of the employment or at such other time as he may be requested so to do.

(*g*) The employes of the Agricultural Experiment Station shall be appointed by the Board of Trustees, or by the Director of said Station when authorized by said Board. The Business Manager and the Secretary of the Board of Trustees shall, upon application, afford

information to the Advistory Board of the Experiment Station, or to the Director, touching the action of the Board of Trustees, and the condition of the funds in which the Station may be interested. The pay roll of said employes shall be made and certified by the Director of the Station to the Business Manager at such times as that officer may request.

(*h*) The employes of the State Laboratory of Natural History shall be appointed by the Director of the Laboratory, but not until such appointments shall have been authorized by the Board of Trustees; and the pay roll of said employes shall be made out and certified by the Director and delivered by him to the Business Manager at such times as that officer may request.

(*i*) Purchases to an amount exceeding $100.00 shall be let by contract, after competition, unless the character of the materials or articles renders competition impracticable. Contracts shall be let by the Board or by a committee appointed by the Board, and shall be signed for the University by the Chairman and Secretary of the Board of Trustees, unless other persons or committees are authorized by the Board to perform that service.

(*j*) Contracts shall be filed with the Business Manager by the officers of the Board authorized to enter into the contracts, and payment in full or in part shall be made on contracts only on the certificate of some person authorized by the Board to make a certificate that the contract or a part thereof has been acceptably filled, and that under the terms of the contract a certain stated amount is due and payable.

(*k*) The Business Manager shall act as auditor for the Board, and all bills shall be presented to him for audit, but no bills relating to labor upon buildings and grounds shall be paid unless approved

by the Superintendents of Buildings and of Grounds, and all other bills must have the approval of the President of the University, unless they are for continuing salaries, contracts, or other running accounts specially authorized by the Board; and in all cases payment of any bill or account shall be suspended on the request of the President of the University pending the action of the Board of Trustees.

(*l*) Bills of purchases, when rendered, must be accompanied by the order hereinbefore provided for; and if for materials or articles delivered, then also by the receipt of the officer, member of the instructional force, or employe who received them, that the same were received by him in good condition, and that they were of the quality, kind, and price prescribed.

(*m*) (1) When any account against the University is found to be just and due, created by the authority of the Board, and one that an appropriation has been made to pay, and is presented in accordance with the requirements of the Board, and has been approved by the proper officer, the Business Manager shall approve and audit the same, stamp his approval upon the face of the bill, issue a warrant against the Treasurer for the amount thereof, and send said warrant to the Chairman of the Board of Trustees for signature. The Chairman shall sign the same if he thinks proper, and in that event he shall forthwith forward it to the Secretary. In case he declines to sign the same he shall return it to the Business Manager with his reasons for such declination. The Secretary shall, as soon as he receives a warrant, make a proper record thereof in his books, sign the same and deliver it to the Business Manager who shall enter the same in his warrant book giving its number, for what issued, to whom payable, and the appropriation from which it is to be paid.

(2) Separate warrant books shall be kept for the University, the School of Pharmacy, the Agricul-

tural Experiment Station, the College of Medicine, and the State Laboratory of Natural History.

(3) The Business Manager shall deliver the signed warrants which he receives to the payee therein named in exchange for such receipts or evidence of discharge as may be required to meet the needs of the University accounts.

(4) When a bill or claim is for less than $50 the Business Manager may, at his discretion, pay the same in cash, if, in his opinion, the business of the University will be better expedited thereby. Before such payment, the Secretary shall, however, make a record of said bill and soon after payment, certainly as often as once in each month, and as much oftener as he prefers, the Business Manager shall make a statement of all such payments, accompanied by the vouchers therefor, draw a warrant to his own order for the sum thereof, and forward both to the Chairman of the Board of Trustees for approval and signature. If the payments are approved the Chairman shall endorse his approval upon said statement, shall sign the accompanying warrant and forward both to the Secretary, who shall also sign both and note the fact against the previous record, and deliver said statement and warrant to the Business Manager, who shall make proper entries of their receipt in his books, file the statement in his office, endorse the warrant, and deliver the same to the Treasurer, who shall receive the same as cash and credit the Business Manager with the amount thereof.

(*n*) The Business Manager, Treasurer, and Secretary shall report fully to each regular meeting of the Board, and their reports shall be examined by the Finance Committee of the Board, and said committee shall forthwith report its findings and recommendations to the Board for approval.

(*o*) The fiscal year of the University shall begin on the 1st day of July in each year and end upon the

30th day of June next succeeding, but all reports shall be made as required by law.

(*p*) The officers of the Board shall cause new account books to be prepared, shall open the same and transfer all balances to them at the beginning of the next fiscal year, and shall prepare all blank forms necessary for carrying the foregoing rules into effect.

(*q*) The foregoing rules shall be observed from the time of their adoption, so far as practicable, and shall be fully in effect from and after the first day of December 1908.

Bonds, Land Contracts

*35 (*a*) The Secretary shall provide himself with a suitable book in which to record bonds and other documents of like importance.

(*b*) The Business Manager shal. have charge of the land contracts and shall make collections thereon.

Inventories of Property

*36 (*a*) There is a standing rule of the Board requiring the head of each department of the University to keep an inventory book, in which to enter in detail all apparatus and other property belonging to said department.

(*b*) In addition to keeping said book, as required by said rule, the head of each department shall present to the Board, at its annual meeting in September, an inventory of all apparatus and other property belonging to said department, together with a statement of the condition thereof. Said reports shall be delivered to the Business Manager on or before July 1 previous to said annual meeting, and it is the duty of the Business Manager to present these reports.

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*See section 37.

Reorganization of Business Office

37. The duties previously performed by the Business Manager are now assigned to the following officers: the Comptroller, *Chief Clerk, and Purchasing Agent. Their duties are as follows: The Comptroller shall have general charge of the business operations of the University. He shall certify for the payment of all bills and pay rolls of the University on account of which warrants are to be drawn. He shall report quarterly to the Board, as is now required of the Business Manager. He shall assist the Finance Committee as it may desire, in the audit of the accounts of the University.

The *Chief Clerk shall he the general financial accountant of the University. He shall collect and account for all money from dues, fees, tuition, and all other sources not required to be collected by the Treasurer. He shall keep the financial books of the University and make out, under the direction of the Comptroller, all required financial reports of the Board of Trustees, the state government and the United States government.

The purchasing Agent shall make, or shall issue an order for, the purchase of all articles and materials for the University, in all cases where the Board has not given this authority to some other persons or committees.

Forbidding Private Use of University Property

38. No one connected with the University in any capacity, shall use for his own pleasure or for any other personal purpose any University property of whatever description; and no one shall be permitted to remove from the buildings or grounds any property

*Title changed to Bursar by vote of the Board of Trustees, June 10, 1913.

belonging to the University, even though it may seem to be of no value, unless it be temporarily and pursuant to some well-established regulation or usage, or with the distinct approval of the President or Business Manager of the University.

MISCELLANEOUS REGULATIONS BY THE SENATE AND THE COUNCIL OF ADMINISTRATION

Organization of the Senate

I. The University Senate shall hold its regular meetings at four o'clock P. M. on the first Monday of October, December, February, April, and June, and at other times on the call of the President.

II. The order of business at each meeting shall be:

1. Calling the roll of members.
2. Reading the minutes of the preceding meeting.
3. Receiving reports of the Council of Administration.
4. Receiving reports of colleges and schools, as follows:
   - (*a*) Graduate School
   - (*b*) *College of Literature and Arts
   - (*c*) College of Engineering
   - (*d*) *College of Science
   - (*e*) College of Agriculture
   - (*f*) College of Law
   - (*g*) State Library School
   - (*h*) School of Music
   - (*i*) College of Medicine
   - (*j*) School of Pharmacy
   - (*k*) College of Dentistry
5. Reports of standing committees.
6. Reports of special committees.

*The College of Literature and Arts and the College of Science were consolidated to form the College of Liberal Arts and Sciences in 1913, as authorized by vote of the Board on July 5, 1912.

7. Unfinished business.
8. New business.
9. Notices and suggestions by the President.

III. The President of the University, or, in his absence, the Vice-President, shall preside at the meetings of the Senate.

A secretary shall be elected from among the members of the Senate, at the first regular meeting of the University year. The election shall be upon nomination from the floor of the Senate, and shall be by ballot in case there is more than one nomination for the office.

IV. The following standing committees of the Senate shall be elected annually, at the first meeting of the year or as soon thereafter as practicable, upon nominations to be presented by the Council of Administration, each committee to consist of five and to hold office until its successor is elected:

1. A committee on educational policy.
2. A library committee.
3. A committee on the order of the day.

V. The duties and powers of the standing committees shall be in general:

1. To originate, consider, and recommend to the Senate lines of policy and particular measures in their several provinces.
2. To act upon all matters referred to them by the Senate.

More specifically, the duties of the several committees shall be as follows:

(*a*) The committee on educational policy shall consider and propose measures concerning such matters as the character of the various courses of study leading to the degrees conferred in the University Colleges and Schools, their general content, correlation of subjects, standard of work required for various de-

grees, relation of the University as an educational institution to the public, the establishment of new lines of educational work, etc.

(*b*) The committee on the order of the day shall prepare for each session of the Senate, a topic or a program of topics, for discussion, and to this end should have knowledge in advance of reports or recommendations of other committees likely to lead to, or require debate. It shall not be limited, however, by the work of the committees created for specific purposes, but shall have full power to suggest for discussion any topic which, in its judgment, the Senate should consider. It should, whenever practicable, post and furnish to the members of the Senate, its order of the day, one week in advance of the next regular meeting of the Senate.

Committees of the Council of Administration

VI. The following committees are appointed annually by the Council of Administration:

1. A committee on accredited schools.
2. A committee on appointments of graduates.
3. A committee on transfer of credits.
4. A committee on attendance (for men).
5. A committee on attendance (for women).
6. A committee on students' organizations and activities.
7. A committee on students' publications.
8. Auditing committee.
9. Catalog committee.
10. Board of control of the Illini.

University Exercises

VII. (*a*) University exercises may extend over Saturday forenoon in shops, drawing rooms, field work, and laboratories.

(*b*) No change from the published schedule of class or examination hours may be made by any instructor without permission of the President.

(*c*) All University exercises must begin promptly at the scheduled time, and must not, under any circumstances, run beyond the time allotted to them.

(*d*) For the rules governing the relations between instructors and students see "Rules for the Government of Students."

Reference Work by the Librarian

VIII. The staff of the University Library shall not prepare lists for any person or persons, members of the faculty or others, whether for the exemplification of class work, or for the preparation of theses, debates, or other similar matters, *provided*

That this shall not be deemed to prevent the acceptance of such work for practice in the Library School when, in the discretion of the Director, it is desirable.

Seminary Work

IX. (*a*) Seminary work, as understood in this University, is individual or group work, either independent or under the leadership of an instructor, on assigned or selected topics, requiring an examination of a varied and scattered literature, and a statement and discussion, in the student's own language, of the results of such examination.

(*b*) In seminary classes these results will be stated, either by the student or by the instructors, and discussed by the classes.

(*c*) Seminary courses leading to University credits may not be offered without authority from the Senate or from the Council of Administration, by whom also the credits to be given on such courses shall be fixed.

Candidates for Advanced Degrees

X. No member of the instructional force above the rank of associate professor shall be admitted as a candidate for a University degree, on the ground that persons above this rank vote upon the conferring of such degree.

Petitions

XI. (*a*) For the purpose of securing information a student's petition may be referred directly by the faculty of one college to a member of the faculty of another, but all matters requiring action or recommendation must be sent to the Dean of the college in which such action or recommendation should occur.

(*b*) Every officer who receives such a petition, or communication, for investigation, recommendation, or report, should act thereon *promptly*, and return it to the officer from whom received, unless otherwise directed, properly *endorsed, dated,* and *signed.* If the communication is sent to any officer for final action, it should be returned, when properly endorsed as described above, directly to the President's office, or to other proper authority for filing. *Prompt action is essential in all cases.*

Students' Grades

XII. (*a*) The weight of the examination in fixing the full semester's standing shall be determined in each case by the head of the department.

(*b*) The faculties of the several colleges shall discuss the relative weights to be given to semester work and final examinations in determining the standing, and shall equalize them in each college as nearly as possible.

(*c*) When this usage has been adopted it shall be announced for the information of students.

(*d*) Within three days after semester examinations any student may secure from his instructor an exact statement of his standing for the semester.

Funds from Entertainments

XIII. No organization connected with the University shall be permitted to hold any entertainment with a view to raising money to be divided among its members. All funds received from entertainments given by any University organization shall be turned into the treasury of the same and used for the benefit of the organization as a whole, and for the promotion of the interests for which it was established.

List of Publications by the Corps of Instruction

XIV. *Resolved,* That the members of the corps of instruction be informed that, at the end of the year, the University will print a list of the publications prepared by members of the corps in the course of the year, and that they be requested to report the titles and medium of publication for such list not later than May 15.

Policy Concerning Receiving Students Under Discipline by Other Institutions

XV. Whereas, Inter-university courtesy and the maintenance of a proper standard of discipline require that students under discipline, by suspension or expulsion, by one university, shall not be admitted to another during the period of discipline, without consultation with the authorities of the institution which inflicted the penalty; and

Whereas, In many cases, students under discipline by one institution may suffer irreparable injury

to their future careers if they are, because of this discipline, barred from entering all others; and

WHEREAS, It is not infrequently the case that students suspended or expelled from one institution may be permitted to continue their education in another, under new conditions and in an environment altogether different, without injustice to the institution which disciplined them, and without injury to the institution which receives them; and

WHEREAS, Under such circumstances every effort should be made to save the student under discipline from losing his educational opportunities, provided it may be done without injury to the students of the institution which he seeks to enter; and

WHEREAS, The authorities of every institution of learning to which students under discipline may apply for entrance are and must be free to pass judgment upon each case on its merits, with regard to the particular conditions of their own institution, and must determine for themselves whether students under discipline elsewhere may enter their institution without injury to other students; therefore be it

Resolved, That the University of Illinois stands ready in all cases to furnish all the facts concerning the record, suspension, or dismissal of any student disciplined, and does not consider the action of any sister institution in such cases, whatever it may be, as a reflection upon its own course; and be it further

Resolved, That in the opinion of the authorities of the University of Illinois, justice and courtesy require that this should be the rule of conduct governing all such cases between colleges and universities.

UNIVERSITY OF ILLINOIS-URBANA
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